

**TITLE: Job Descriptions**

Date: 10/01/2013

Approval:

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Colorado HFMA Chapter Board PresidentReviewed: Majority Board Approval

Revised:

\*\*Cross-Reference

Purpose: To educate Colorado HFMA leadership and ensure continuity in succession planning.

**Duties of the President (One-Year Term)**

The President is the chapter's Chief Operating Officer and generally responsible for managing all chapter activities and for the overall operation of the chapter. He/she shall work to ensure member needs and any concerns are addressed and that a high quality level of activity is maintained.

**Specific Goals & Objectives:**

- ❖ Appoint committees necessary to carry out the objectives of the Chapter and serve as an Ex-Officio member of all such committees.
- ❖ Develop goals and objectives of the chapter and each committee in conjunction with the Board of Directors and Committee Chairs. Document these goals and objectives in the Chapter's Operating Manual. Distribute copies of this manual to the Board members and Officers.
- ❖ Develop overall chapter organizational structure and publish in Officer Manual.
- ❖ Work with chapter committees on an as-needed basis to facilitate achievement of goals and objectives.
- ❖ Hold at least four Board meetings during the year.
- ❖ Preside at all board meetings and participate in chapter committee meetings. Facilitate the reporting of pertinent information to the membership.
- ❖ Assist Treasurer in facilitating budget process including budget development, approval and distribution.
- ❖ Act as the chapter liaison with the Regional Leader, National board member, and other related healthcare organizations.
- ❖ Review, revise, seek National approval and post the chapter bylaws as necessary.
- ❖ Coordinate all chapter activities with the National activities and objectives.
- ❖ Attend Fall Presidents Meeting, National LTC, ANI and other National meetings as required.
- ❖ Attend chapter strategic planning session.
- ❖ Update Position Transition document. Ensure a smooth transition of individuals filling officer, board or committee chair and co-chair positions.
- ❖ Add other duties or responsibilities specific to the chapter.

**Duties of the President-Elect (One Year Term)**

In the absence of the President, or during his/her incapacity as determined by the Board of Directors, the President's duties will be performed by the President-Elect. The President or the Board of Directors may assign such duties as will allow the President-Elect to familiarize him/herself with the duties of the President and the policies, objectives and general affairs of the Chapter. The President-Elect is delegated responsibility by the President at his/her discretion.

**Specific Goals & Objectives:**

- ❖ Coordinate the publication of the Chapter Membership Directory to be completed and distributed by no later than November 30th
- ❖ Assist in selection of committee members for all chapter committees.
- ❖ Coordinate the chapter's strategic planning process.
- ❖ Conduct strategic planning meeting for the upcoming year.
- ❖ Attend all Board meetings
- ❖ Attend Fall Presidents Meeting, National LTC, ANI and other National meetings as required.
- ❖ Attend all meetings that the President is unable to attend with his/her proxy, as necessary.
- ❖ Other duties as assigned by President.

## Duties of the Vice President of Education (One Year Term)

The VP of Education will oversee all educational activities of the Chapter. Program Committee Chairs and/or Co-Chairs will report to the VP of Education.

### Specific Goals & Objectives:

- ❖ Work closely with the Office Manager to ensure that all educational programs have a date and location established 12 months prior to the event.
- ❖ Review with the Office Manager all hotel contracts prior to approval by the President.
- ❖ Work closely with the committee chair and/or Co-Chairs to ensure that the planned program is within the established budget set forth by the Board of Directors.
- ❖ Develop, revise and maintain a yearly calendar of educational and other chapter events for a rolling 12-month period.
- ❖ Work closely with the Treasurer and President-Elect to establish a budget to be included in the overall Chapter Budget for approval by July 1<sup>st</sup>.
- ❖ Attend either in person or via conference call the majority of educational planning meetings conducted by the program committees.
- ❖ Encourage the program chair and/or co-chairs to have face-to-face planning meetings and to have a set schedule established for these meetings.
- ❖ Attend all Board meetings.
- ❖ Attend chapter strategic planning session.
- ❖ Attend National LTC, ANI, and other National Meetings as may be required.

## Duties of the Chapter Secretary (One-Year Term – Maximum of 3 Consecutive Years)

The Secretary is responsible for maintaining all chapter records of meetings and communicating data to the appropriate members and other interested individuals.

### Specific Goals & Objectives:

- ❖ Attend all Board meetings and develop/maintain Board minutes. In the event a Board meeting cannot be attended, ensure an individual is designated to take minutes.
- ❖ Report Davis Chapter Management events to National within a week of the event. Learn how to calculate hours for proper reporting – use the national worksheet for hour calculation.
- ❖ Report Founders Points to National.
- ❖ Forward initial program advertisements and all event agenda's to national, including webinar events. ([chapters@hfma.org](mailto:chapters@hfma.org)). Forward meeting minutes and communicate with national.
- ❖ Forward initial webinar advertisement to Region 10 program committee contacts.
- ❖ Ensure physical event signage is ordered and delivered to the program locations.

- ❖ Attend at least one National Secretary Webinar training event.
- ❖ Provide quarterly education report to Chapter Officers
- ❖ Have a hand-off training session with the outgoing Secretary (webcast or meeting) for duty training.
- ❖ Develop and oversee the Chapter balloting and voting process for Officers and Board Members annually. Report voting results to the Board of Directors and to the general membership.
- ❖ Attend chapter strategic planning session.
- ❖ Attend National LTC.

## Duties of the Treasurer (Three-Year Term)

The Treasurer is responsible for overseeing the financial management of the chapter. Activities include the development of an annual budget, maintaining control and accountability over revenues and expenditures and financial reporting to the Board. The Treasurer is responsible for the safekeeping, recording, and disbursement of all chapter funds in accordance with established fiscal policy, Board direction, and the annual operating budget. The Treasurer is also responsible for attending all Board meetings and for reporting all requested financial information to the National HFMA office.

### Specific Goals & Objectives:

- ❖ Keep chapter Board of Directors informed of current financial position.
- ❖ Develop a budget of revenues and expenses.
- ❖ Submit an annual chapter report to the National HFMA office.
- ❖ Maintain records in accordance with generally accepted accounting principles on an accrual basis as required by National HFMA.
- ❖ Review and/or establish clear financial policies and procedures and chart of accounts.
- ❖ Refer to the Planning Calendar and Resource Guide for details on charter requirements and additional resources.
- ❖ Retain chapter financial records as required by National HFMA.
- ❖ Establish a chapter checking account and obtain appropriate signature cards and resolutions in appropriate institution per chapter policy. Update signature cards as necessary.
- ❖ Maintain chapter certificates of deposit or other investment vehicles and reinvest as required by the Board of Directors.
- ❖ Assure that all expenditures have two approvals (President & President-Elect or VP of Education) and verified prior to payment.
- ❖ Assure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in practice.
- ❖ Assure that all deposits are made in full with appropriate back-up and receipt.
- ❖ Offer appropriate assistance to the annual audit process.
- ❖ Assure that appropriate information is submitted to the National office for reporting on a timely basis.
- ❖ Prepare and deliver a Financial Report at each Board of Directors meeting.
- ❖ Advise the Board as to appropriate investment options as excess funds become available.
- ❖ Assure that the treasurer is appropriately bonded.
- ❖ Have the check book available at all quarterly meetings for disbursements.
- ❖ Deliver all accounting records in appropriate, balanced order to the incoming Treasurer.
- ❖ Attend National LTC.
- ❖ Attend chapter strategic planning session.

## Duties of CHA Liaison (No Term Limit)

The CHA Liaison serves as a representative of the Colorado Hospital Association and coordinates collaborative efforts of CHA and CO HFMA.

## Duties of the Board of Directors (Two-Year Term with Maximum of Four Consecutive Years)

- ❖ Attend and actively participate in no less than three Board meetings per Chapter Year (participation by conference call is acceptable).
- ❖ Oversee financial performance and general operations of the Chapter.
- ❖ Oversee and evaluate Chapter performance as required by the Davis Chapter Management System.
- ❖ Advise President and other Officers on appropriate Chapter direction.
- ❖ Ensure that the Constitution and By-Laws are kept current.
- ❖ Other responsibilities as may be necessary to support the Strategic Plan and the Chapter.
- ❖ Attend the chapter strategic planning session.